

FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel

Transmittal Letter: PER-362 **Date:** August 29, 1998

3 FAM 6000 RETIREMENT

MAJOR CHANGES

- 1. Subchapters 3 FAM 6110 through 6130 are entirely new material.
- 2. Subchapter 3 FAM 6140 replaces material (and includes some original text) from the former 3 FAM 736.
- 3. This Chapter 6100 replaces certain portions of the current 3 FAM 6100 Appendix B (Old 3 FAM 670). However, old 3 FAM sections 3 FAM 671.5, 3 FAM 672, and 3 FAM 673 in the Appendix B are still in effect.
- 4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

- 1. Insert the new Chapter 3 FAM 6100 before 3 FAM 6100 Appendix A, and insert the unassigned page 3 FAM 6200 after the 3 FAM 6100 Appendix B (27 pages total). **Do not remove** Appendices A and B.
- 2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:PER-362, and initial.

DISTRIBUTION NOTICE

1. The Foreign Affairs Manual (unclassified) is issued primarily in CD-ROM format. For information on this program, including information regarding public inquiries, contact the INFOEXPRESS Coordinator, A/RPS/MMS/CB, directly. The Coordinator is located in Room 1659 NS, 202-736-4881, FAX 202-736-4924. E-Mail via DOSNET: INFOEXPRESS.

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- 2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PB, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).
- 3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the 3 FAM Volume Coordinator, who may be reached at 703-516-1659 or 703-580-1202 or the office indicated at the end of this Transmittal Letter.

(PER/RET) (L/EMP)